

**School Oral Health Screening Form
Data Entry Instructions
October 2009**

Before You Start

Please take the time to read these instructions. This should help you fill out the oral health data entry form and help us to better understand and accurately analyze the data collected at your school.

The Family and Community Health Bureau (FCHB), in the Montana Department of Public Health and Human Services, encourages you to focus screening efforts on 3rd grade children as recommended by the National Oral Health Surveillance System (NOHSS). Starting with the 2009-2010 school year, the FCHB will only provide summary reports on screening data for 3rd grade children.

Each person conducting the oral health screenings should review the updated oral health Basic Screening Survey (BSS) training video available online at <https://dphhs.mt.gov/phsd/> before beginning the screenings. If the screeners are unable to view the video, they should download and carefully review the BSS Manual which can be found online at <http://www.dphhs.mt.gov/PHSD/family-health/oral-health/family-oralHealth-index.shtml> and provides guidelines for performing the oral health screenings. We recommend that screeners go through the training annually to be sure they are up-to-date on how to use the BSS tool.

All children must have a valid consent form signed by a parent or guardian before they can participate in the screening.

Using the Data Entry Form

1. **Correct forms:** Make sure to use the most current version of the *School Oral Health Screening Form* (attached). Also available online at <http://www.dphhs.mt.gov/PHSD/family-health/oral-health/family-oralHealth-index.shtml>
2. **Review the forms:** When filling out the form, it is essential that all data boxes contain an appropriate entry. We recommend that the screener reviews the forms at the end of each screening day to check for:
 - Correct screening date
 - Complete contact information for the screener
 - Correct school name
 - Correct county and city
 - Complete and accurate information (using the codes provided at the bottom of the form) for each child screened
3. **Screening refusals:** If a child refuses to be screened for any reason, the screener must not screen the child, regardless of having valid parental or guardian consent. If the data collection form is pre-populated with the names

of children ready to be screened, simply note “*refused screening*” next to the child’s name.

4. **Absences:** If a child is absent on a screening day and the data collection form is pre-populated with the names of children ready to be screened, simply note “*absent*” next to the child’s name.
5. **Correcting mistakes:** If you find that you have entered incorrect information on the form, simply cross out the data and enter the correct information next to it. You can also cross out the entire incorrect record with a straight line and start over by entering the correct information on a new line.
6. **Confidential data:** It is important to keep the oral health data confidential. We recommend that records be stored in a secure location such as a locked file cabinet in the nurse’s office or another location where only those involved with the screenings have access.
7. **Submitting the data:** After the screening is conducted and the forms are complete, they should be sent to:

Family and Community Health Bureau
Department of Public Health and Human Services
Attn: Oral Health
1218 E. 6th Avenue
Helena, MT 59620

FCHB will produce reports on 3rd grade screening data annually once all data for the school year have been received.

Oral Health Screening in Other Grades

If your school decides to screen children in other grades besides 3rd grade, the BSS form and screening protocol can also be used for those children. Data from other grades does not need to be sent to DPHHS. DPHHS will only analyze and report back to your school on 3rd grade children who participated in the screenings during the school year. For example, if your school screens 2nd and 3rd grade children, record the data for 2nd grade children on one data sheet and the data for 3rd grade children on a separate data sheet. Send in the 3rd grade data to DPHHS for analysis and reporting.

Questions or suggestions?

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Thank you for conducting school-based oral health screenings!